



Information on Choice Administrators and Designees and Obtaining OAS Passwords

Who can be a choice administrator?

Each private school participating in the Private School Choice Programs (PSCP) must have a choice administrator. The choice administrator must have a username and password for the Online Application System (OAS) in order to submit required choice program reports.

The choice administrator must be one of the following: (1) an owner of the private school; or (2) an individual appointed as the choice administrator by the school's governing body. The choice administrator must sign the Notice of Intent to Participate form and have at least a bachelor degree from an accredited institution or a teaching license or administrator license issued by the department. See [Staff Credentials Information Bulletin 05-01](#) for more information on educational requirements for administrators at a private school participating in the choice program.

How does a school change the choice administrator?

If the private school's choice administrator changes, the following items must be completed. First, submit a [School Information Update Form \(PCP-115\)](#) signed by the new choice administrator and the chairperson of the school's governing board. The form must be mailed to DPI. Faxed copies are not accepted. Second, the new administrator must submit a new [Student Application Designee Authorization Form \(PCP-111\)](#). Third, new administrators must complete all required training modules. For access to the required trainings the new choice administrator must complete the form requesting access. A link to the request for access is posted to the DPI web page at dpi.wi.gov/sms/choice-programs/school-training.

What is a designee?

A designee is an employee of the school who has been authorized by the choice administrator to receive, review and approve student applications. A designee may use OAS only if the training requirements listed below are completed and a password has been issued for the designee. Designees with an OAS password may verify and submit completed student applications in OAS and request changes to applications already entered into the system. Designees with an OAS password may also assist in the completion of other reports in OAS required as part of the choice program, such as pupil count reports and continuing eligibility reports; however, they may not submit these reports.

How can a choice administrator add a designee?

A choice administrator of a school participating in the choice program must complete a [Student Application Designee Authorization Form \(PCP-111\)](#) identifying the designee. The form must be signed by the administrator and by the designee. The designee must have a valid email address and must provide an alternative mailing address other than the school's address on the designee form. Designees may be added at any point in the school year by sending a completed form to the DPI.

What are the training requirements for choice administrators and designees to be able to access OAS?

New choice administrators must complete all online training. New designees must complete the required online training modules. All quizzes at the end of each applicable module must be completed. The request for access to the training modules is posted to the DPI web page at dpi.wi.gov/sms/choice-programs/school-training.

How will choice administrators and designees receive OAS username and passwords?

Upon receipt of the required forms and after training has been completed, OAS usernames and passwords will be mailed to the administrator and designees at the school's address. Passwords will not be emailed or provided over the phone.